



_____, Instructor
Education Department
Liberal Arts & Social Sciences
3201 W. Pecan, McAllen, TX 78501

Phone: (956) 872-_____
Fax: (956) 872-2167

Semester:

Dear Principal or Administrator in charge:

I sincerely appreciate your cooperation in helping our STC students enrolled in the Associate of Arts in Teaching (AAT) pursue their career goals.

Our students will be working with your school to fulfill one of their EDUC 1301, Introduction to the Teaching Profession, requirements. The course requires "at least 30 hours of field-experience activities, 16 of which must be in P-12 schools." This course is part of the Associate of Arts in Teaching (AAT) degree curriculum as approved by the Texas Higher Education Coordinating Board (THECB). The AAT degree is intended to transfer to baccalaureate programs leading to initial teacher certification.

The student will arrange specific visitation times and dates with your approval. They will be encouraged to visit elementary, middle, and high school campuses. They have a form that must be completed and signed during each scheduled visit. In any case, students will follow all guidelines set by each school.

Again, I thank you. If you need additional information, I will gladly meet with you. You may contact me at 956-872-_____,

Sincerely

STC Instructor